

Subject: Travel Tips: Unused Travel Tickets - Cancellation Reminder
Date: Mon, 21 Jun 2004 13:40:36 -0400
From: broadcast@doc.gov

FOR: All DOC Employees

All Government employees are responsible for cancellation of unused tickets for official travel. When Government travel is cancelled, you must call your Sato Travel office as soon as possible to start the refund process. If a paper ticket was issued, it must be returned to Sato before the refund can be processed. If you are using an electronic ticket, call your servicing Sato office and cancel the reservation.

If you have any questions about this message, please contact Bob VanEimeren, Office of the Secretary Travel Specialist, at (202) 482-1818.

This message was authorized by OAS.